



Downloading a Staff file by Local Person ID



January 2016



This 60 second video will walk you through the process of downloading a staff file by local person ID. The purpose of doing so would be to import into your SIS, HR or other local system.

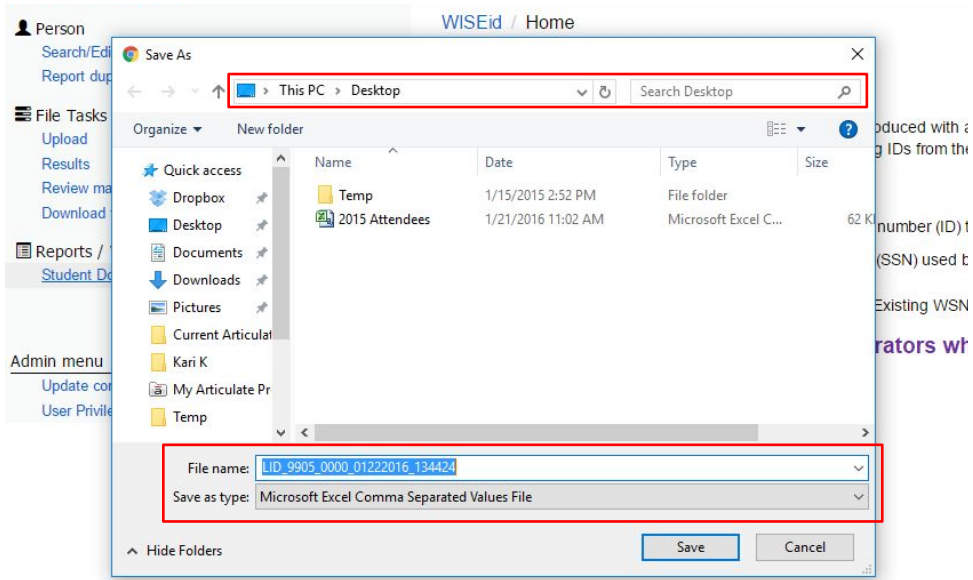
Download

The screenshot displays the WISEid application interface. At the top, there is a blue navigation bar with 'WISEid', 'WISEstaff', and 'Help' links on the left, and 'Change Agency' and 'Logout' on the right. Below this, the main content area is titled 'WISEid / Home'. On the left side, there is a sidebar menu with sections: 'Person' (Search/Edit, Report duplicates), 'File Tasks' (Upload, Results, Review matches, Download transaction history), and 'Reports / Validations' (Staff Download by Local Person ID, Student Download by Local Person ID). The 'Staff Download by Local Person ID' link is highlighted with a red rectangle. Below the sidebar is an 'Admin menu' with 'Update contact info' and 'User Privileges'. The main content area features a 'Welcome!' message, followed by an 'About WISEid' section explaining the application's purpose and a list of bullet points regarding staff and student data. A purple notice at the bottom of the main content area states: 'Notice for Educator Effectiveness administrators who have not populated WISEids into their EE software (Teachscape or other). Directions to get WISEids to populate EE is here.' At the bottom left, there is a circular logo with a stylized figure, and at the bottom right, there is a 'WISEExplore' logo with the tagline 'Data Navigation and Inquiry'.

Once you have completed a successful upload and worked through your matches, you can then download a staff file to use to update or automate changes in your local information system—SIS, HR system, etc

From the **Reports/Validations** menu, click on the Staff Download by local person ID link to begin the download process.

Save



Once you click the “Staff Download by Local Person ID” link a save menu box should appear. Note the location and the name of the file.

If a save menu box did not appear, the file will be located where your browser has set for a default download location.

Fields

Field	Description
LocalPersonID	Agency's unique identifier for the person, assigned by SIS, HR system, etc.
LocalPersonIDDescription	Description on how the LocalPersonID was created for a person if available.
WISEid	A unique state ID for Wisconsin staff & students.
LastName	The person's last name
Suffix	A suffix to the person's name, if applicable
FirstName	The person's first name
MiddleName	The person's middle name
Birthdate	The person's birth date using this format: MM/DD/YYYY
Gender	Reported gender of person
RaceKey	Reported RaceKey of person in DPI code format.
EntityID	As of the date this file was generated, the person's current ELO Entity ID.



Here is a list of fields and descriptions that are contained in the csv export.



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Thank you for viewing the video on downloading a staff file